



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

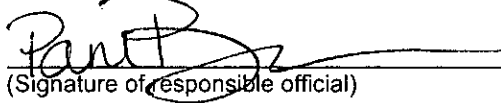
Section A: Local Government Unit

Clermont County Emergency Management Agency

4011

(Local government entity)

(Unit)



Pam Broughton

Director

5/30/12

(Signature of responsible official)

(Name)

(Title)

(Date)

Section B: Records Commission

Clermont County Records Commission

(513) 735-8660

Records Commission

(Telephone number)

289 East Main Street

Batavia

45103

Clermont

(Address)

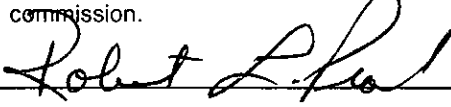
(City)

(Zip code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

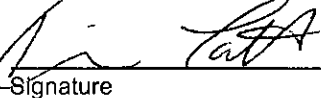


6-19-2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives



Electronic Records Assistant

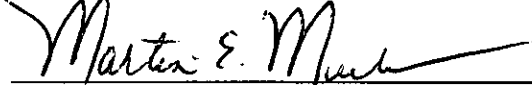
07/02/2012

Signature

Title

Date

Section D: Auditor of State



7-16-12

Signature

Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form**

Schedule of Records Retention and Disposition Continuation Sheet

Section E: Records Retention Schedule

Emergency Management Agency**4011**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) RC-3 Required by OHS LGRP
4011-01	Annual Budgets/Budget Preparation Paperwork – Preparation documents used to create annual budget	5 years	Paper/Electronic		<input type="checkbox"/>
4011-02	Annual Reports – Reports containing substantive information of operations, policies, procedures and planning	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
4011-02A	Annual Reports - Reports containing substantive information of operations, policies, procedures and planning	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
4011-02B	Annual Reports - Reports containing substantive information of operations, policies, procedures and planning	Permanent	Microfilm		<input checked="" type="checkbox"/>
4011-03	Bids (Unsuccessful) – Bids not awarded	2 Fiscal years after Board Action	Paper/Electronic		<input type="checkbox"/>
4011-04	Contracts - Legal agreements with individuals, organizations, or entities to procure goods and/or services	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
4011-04A	Contracts - Legal agreements with individuals, organizations, or entities to procure goods and/or services	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
4011-04B	Contracts - Legal agreements with individuals, organizations, or entities to procure goods and/or services	15 years after expiration	Microfilm		<input type="checkbox"/>
4011-05	Correspondence – Administrative/Operational - Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	2 years	Paper/Electronic		<input type="checkbox"/>
4011-06	Departmental Staff Meeting Notes	1 year	Paper/Electronic		<input type="checkbox"/>
4011-07	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>
4011-08	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years Original maintained at Auditor's Office	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Emergency Management Agency**4011**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
4011-09	Pay Ins to Treasury Records – <i>Records documenting monies received at agency and paid into county treasury</i>	3 years	Paper/Electronic		<input type="checkbox"/>
4011-10	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic		<input type="checkbox"/>
4011-11	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
4011-12	Grant Records – Includes Disaster Documentation	3 years after official closeout by the granting institution (Federal and State Grants – Grant Requirements Supersede)	Paper/Electronic		<input type="checkbox"/>
4011-13	Citizen Corps Council and Terrorism Advisory Team Minutes	3 years	Paper/Electronic		<input type="checkbox"/>
4011-14	Local Emergency Planning Committee Meeting Minutes	3 years	Paper/Electronic		<input type="checkbox"/>
4011-15	SERC (State Emergency Response Commission) Tier II Reports	7 years	Paper/Electronic		<input type="checkbox"/>